

# 279TH BASE SUPPORT BATTALION

## COMMANDER'S POLICY

<b>POLICY NUMBER:</b> 01-26	<b>DATE:</b> JUL 30 2003
<b>SUBJECT:</b> Community In-processing	
<b>PROPONENT:</b> S2/S3 (469-1530)	<b>DISTRIBUTION:</b> A, B & C

**PURPOSE:** Establish the 279th Base Support Battalion policy and procedure for the in-processing of soldiers and family members into the Bamberg German/American Military Community.

**SCOPE:** Applies to all military personnel in-processing to the Bamberg German/American Military Community.

**REFERENCES:** USAREUR Regulation 612-1, Community Centralized In-processing and Out-processing; and USAREUR Command Policy Letter 20, Community In-processing and In-processing Training Centers, dated 9 Sep 96.

### POLICY:

1. All newly assigned, attached, or with duty personnel within the Bamberg German/American Military Community are required to in-process within two working days of their arrival to the community. The following must be completed by the unit of assignment prior to the soldier in-processing at the Central Processing Facility (CPF).

- a. Provide the soldier with a Duty Memorandum.
- b. Issue a USAREUR Ration Card.
- c. Provide the soldier with a mailbox.

2. Upon arrival of family members, the soldier and his family must report to the CPF within five working duty days after their arrival to the command for completion of the family supplemental in-processing.

3. "Maximum Support! It Shall Be Done."



DANIEL L. THOMAS  
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Commanding